

**Mitteilungen der
Justus-Liebig-Universität Gießen**

7.35.02 No 2

Special Regulation for the Bachelor's study programme
in Economics and Business Administration

**Special Regulation for the Bachelor's programme in
Economics and Business Administration in Faculty 02 – Economics and
Business Studies at JLU Giessen of 20 June 2012**

Version information

Fourth amended version: passed in the Faculty Council of Faculty 02 on 17 February 2016; approved by the President's Office on 5 April 2016; enters into force in the winter semester 2016/2017.

Tabular presentation of the version information

	Resolution		Approval	Entry into force
<i>Special Regulation</i>	Faculty: 20.06.2012	Senate: 11.07.2012	President's Office: 17.07.2012	Winter semester 2012/13
<i>First amendment</i>	Faculty: 25.09.2012	Senate: 17.10.2012	President's Office: 22.10.2012	Winter semester 2012/13
<i>Second amendment</i>	Faculty: 13.02.2013	Senate: 20.03.2013	President's Office: 26.03.2013	Winter semester 2013/14
<i>Third amendment</i>	Faculty: 12.11.2014	Senate: 19.11.2014	President's Office: 25.11.2014	Summer semester 2015
<i>Fourth amendment</i>	Faculty: 17.02.2016	Senate: 09.03.2016	President's Office: 05.04.2016	Winter semester 2016/17

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Article 1 (Articles 1(1) and 12(1) of the General Regulations)

The Bachelor's study programme in Economics and Business Administration leads to a professional qualification (degree) with three options: standard duration of (1) six semesters (180 credits), (2) seven semesters (210 credits) or (3) eight semesters (240 credits).

Article 2 (Article 2 of the General Regulations)

1. On successful completion of the study programme in Economics and Business Administration, the Faculty of Economics and Business Studies at Justus Liebig University Giessen (JLU) shall award a Bachelor of Science (BSc) degree in Business Administration, Public Economics or Political Economics.

2. If the study programme is completed with $\geq 60\%$ of the achievements in the compulsory elective and elective modules

- in the field of Business Administration, the study programme in Economics and Business Administration shall be concluded with the degree of a Bachelor of Science (BSc) in Business Administration;
- in the field of Public Economics, the study programme in Economics and Business Administration shall be concluded with the degree of a Bachelor of Science (BSc) in Public Economics.

If an interdisciplinary study programme in the field of Economics and Business Administration is completed with less than 60% of the academic achievements in Business Administration or in Public Economics, a Bachelor of Science (BSc) in Political Economics shall be awarded.

Article 3 (Article 5(1) of the General Regulations)

1. The modules are described in Annex 2.

2. The elective and compulsory elective modules may also be completed in English. Students have no entitlement to use English to complete a module that is announced as being conducted in German.

Article 4 (Articles 6(1) and 13 of the General Regulations)

1. The Bachelor's study programme in Economics and Business Administration consists of the orientation stage (60 credits) and specialisation stage (at least 120 credits) study blocks. The specialisation stage comprises a major specialisation (60 credits), a "WiWi" minor specialisation (30 credits) and a profile minor specialisation (30 credits). These study blocks must be completed at least once in all degree variants (= 180 credits). For degree variants worth 210 credits or 240 credits, students are free to choose the additional study blocks.

2. During the specialisation stage, students must complete three business administration, three public economics and one method modules. The classification of the modules is indicated in the module descriptions (see Annex 2).

3. Students may only enrol in the 180-credit degree variant of the study programme in Economics and Business Administration in the first to fourth academic semesters. Students can only enrol in the first academic semester in the winter semester. The 210-credit or 240-credit degree variants may be continued beyond the fourth academic semester, with full account being taken of previous achievements.

4. One module is generally worth 6 credit points (credits). Differences are indicated in the module descriptions.

5. The Bachelor thesis module is worth 12 credit points (credits) and must be evaluated as at least "Sufficient".

Article 5 (Article 7(6-8) of the General Regulations)

1. Attendance at "Proseminaren" is compulsory.

2. Attendance at courses in which part credits are accumulated over the course of the semester(s) is compulsory.

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3. The attendance obligation is fulfilled if at least 80% of the course units in a semester are attended.
4. Alternative rules that reduce the attendance obligation are specified by the tutor/lecturer at the start of the course.

Article 6 (Article 9(1) of the General Regulations)

1. Students may take part in a professional work placement (internship) worth 6, 12, or 18 credits. Further details are stipulated in the Internship Regulation (Annex 3).
2. An internship worth 6 credits may be completed in all degree variants, whereas internships worth 12 credits or 18 credits may only be completed in the 210-credit or 240-credit degree variants.
3. Both students and teaching staff may suggest professional internships, depending on the openings available and in cooperation with external employers.

Article 7 (Articles 10(1) and 34(4) of the General Regulations)

1. The examination in courses that are completed by a written examination only may be repeated no later than in the following semester; this examination may also be set as a first-attempt examination. Courses that are completed by other forms of examination may generally be repeated the next time the course is run.
2. Students are free to take the repeat examinations.
3. If a module makes provision for aptitude tests, this is stipulated in the module descriptions.
4. If a module is conducted in English, the module examinations may also be taken in English. Provided that it is possible to assess the examinations, individual students may use English in the examinations in modules that are conducted in German if they apply to the module coordinator to do so.

Article 8 (Articles 10(3) and 25(1) of the General Regulations)

Examinations may take the form of written examinations, such as timed written examinations or course work, and oral examinations, such as individual or group oral examinations, oral assistance, case study presentations or seminar-style presentations. What form the examination takes and how the module grade is calculated will be announced at the latest by the second course date in a module. The module descriptions refer explicitly to justified differences.

Article 9 (Article 11(1), first sentence, of the General Regulations)

Annex 1 contains the study schedules for the degree variants worth 180 credits, 210 credits and 240 credits.

Article 10 (Article 12(3) of the General Regulations)

1. In the 210-credit or 240-credit degree variants, the interim examination corresponds to a pass in the modules in the 180-credit degree variant. This includes the modules in the orientation stage and the specialisation stage with the major (including the thesis), "WiWi" minor and profile minor components.
2. For the 240-credit degree variant, in addition to a pass in the modules in accordance with paragraph 1, the interim examination includes the successful completion of an additional profile or "WiWi" minor worth 30 credits or the expansion of the profile minor referred to in paragraph 1 to a second major (the 12 credits earmarked for the thesis are acquired through other modules, as agreed with the major coordinator), with the result that the interim examination corresponds to the achievements in the 210-credit degree variant.
3. If a pass in the 210-credit or 240-credit degree variant is not obtained, a Bachelor of Science corresponding to the results in the 180-credit or 210-credit degree variant may be awarded for the most recently obtained pass in the interim examination.
4. If the study schedule in the 210-credit or 240-credit degree variant is concluded with the award of a Bachelor of Science, the interim examination is part of the final result and will not be shown separately.

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5. The interim examination certificate is issued after the study programme has been completed.

Article 11 (Article 20(1) of the General Regulations)

The thesis module is completed in the field of the major specialisation. The topic is generally set by the professors involved in a major. If the topic is set by another professor, the major coordinator shall decide on the major specialisation to which the thesis is allocated. When students register for the Bachelor's thesis module, they must present the following documents:

1. Evidence that the orientation stage has been completed;
2. Evidence that the compulsory elective modules in the major taken, worth 30 credits, have been completed successfully;
3. Evidence that they have taken part successfully in a "Proseminar" in the major;
4. A statement that they are entitled to take the examination and that the examination in a Bachelor's programme in Economics and Business Administration has not previously been passed or not previously failed conclusively.

Article 12 (Articles 23(1 and 2) and 34(4) of the General Regulations)

The Chair of the Examination Board shall determine and announce the registration and deregistration deadlines for the module examinations and the module examination period. These are exclusion deadlines. Students may apply to withdraw from examinations up to the examination date by presenting valid reasons. Application to withdraw must be made to the competent examination board as soon as the reasons for withdrawal become known.

Article 13 (Article 25(2 and 5, second sentence) of the General Regulations)

1. An oral examination shall last no less than 15 minutes per examinee and subject, and no more than 60 minutes.
2. A timed written examination shall generally last 90 minutes per examinee and subject, but no less than 60 minutes and no more than 120 minutes.

Article 14 (Article 25(6) of the General Regulations)

When presenting his or her thesis, an examinee must issue a statement that the thesis – in the case of group work, his or her own part (marked accordingly) – was written independently, that no sources or support materials other than those indicated were used, that the thesis has not previously been submitted to an examination authority and that it has not previously been published.

Article 15 (Article 26(4) of the General Regulations)

Subject to the consent of the Examination Committee and to application by the student, the final paper (thesis) may be written in English.

Article 16 (Article 26(5) of the General Regulations)

The thesis topic is issued by the Chair of the Examination Board. The time allowed for writing the thesis is 90 days from the date on which the topic is issued. In exceptional, individual cases in which a well-reasoned request endorsed by the person who issued the topic is submitted, the Examination Board may extend the time allowance by 30 days. Application for an extension must be made as soon as the reason for it becomes apparent.

Article 17 (Article 26(6) of the General Regulations)

1. The thesis topic may be rejected once up to 15 days after its issue. Following rejection, a new topic shall be issued immediately and may not be rejected.
2. If the preparation of the Bachelor thesis has to be interrupted by more than 40 days because of illness, the thesis shall also be deemed to have been rejected. Following rejection, a new topic shall be issued without delay (unless this is prevented on the grounds of illness-related reasons); this topic may not be rejected.

Article 18 (Article 28(1) of the General Regulations)

The module coordinator is responsible for evaluating the examination achievements.

Article 19 (Article 30(2) of the General Regulations)

The Bachelor's study programme has been conclusively failed if

1. the orientation stage is not completed within four semesters;
2. the credits obtained by the end of the eighth academic semester are < 120 credits;
3. the results required for completion of the study programme are not achieved within 12 academic semesters;
4. a failed elective or compulsory elective module can no longer be changed; or
5. the thesis module has been conclusively failed.

Article 20 (Article 31(1) of the General Regulations)

1. The orientation stage modules are not included in the calculation of the overall grade.
2. The overall grade is calculated by dividing the total weighted grades in the specialisation stage (grade for each module multiplied by the credits allocated to the module) by the total number of credits for graded modules in the study programme.

Article 21 (Article 33(1) of the General Regulations)

On request, records relating to an examination may be viewed during the six months following the end of the examination.

Article 22 (Article 34(2) of the General Regulations)

1. The examinations for the orientation stage modules may be repeated up to three times. The repeat opportunities are limited to the time frame of the orientation stage (four academic semesters).
2. Failed compulsory elective or elective modules in the specialisation stage may be repeated once. It is possible to change modules. When modules are changed, the deselected module cannot be taken again.
3. For all elective or compulsory elective modules in the specialisation stage, no more than three additional attempts at each failed examination are permitted.

Article 23 (Article 35(1) of the General Regulations)

The grades awarded for each of the selected specialisation stage modules, the subject of the thesis and the overall grade are recorded in the transcript of records.

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Article 24

1. Students can only be admitted to or allowed to transfer to the Bachelor's study programme in Economics and Business Administration if the examination entitlement in another Bachelor's programme in the field of economics and business administration has not been lost.
2. From the winter semester 2012/13 onwards, students will only be admitted to the Bachelor's study programme in Economics and Business Administration.
3. Students can only be admitted to the Bachelor's programme in Economics and Business Administration if they have not already obtained a Bachelor's degree or a *Diplom* (first degree) in the field of economics and business administration.
4. If a student transfers to the Bachelor's programme in Economics and Business Administration and credits from the former study programme in Business Administration and Economics at JLU are carried forward, all credits from the former study programme together with the grades awarded must be carried over to the Bachelor's programme in Economics and Business Administration.

Giessen, 20 June 2012

Prof. Dr. Jürgen Meckl

Dean of Faculty 02 – Economics and Business Administration